

PRG/IRP/05/24

April 22, 2024

**Subject: Capacity Building Programme on Enhancing Work Proficiency from June 24-28, 2024**

Dear Sir/Madam

We are pleased to inform you that the V. V. Giri National Labour Institute would be organising a **Capacity Building Programme on Enhancing Work Proficiency**

The programme is meant for Management Personnel and Plant level representatives of Trade Unions/Associations/Federations. The aim of programme is to make participants aware about importance of work proficiency to achieve personal and organizational goals. The objectives of the programme is to have familiarity with the changes and trends in Industrial relations; to sharpen skills of leadership and managing finance; to discuss the role of Trade Unions in emerging economic political scenario; to manage Anger, Time & Stress. The programme brochure is enclosed for more details.

We hope, you will find this programme suitable for your personnel and would nominate a team of participants at your earliest. Brochure providing all the details of the training programme, including the modalities for nominations is attached .

Thanking you,

Yours sincerely,



(Nagesh Nitla)  
Programme Officer

To;

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments

पीआरजी/आईआरपी/05/24

अप्रैल 22, 2024

**विषय:- वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा में जून 24-28, 2024 के दौरान आयोजित कार्य कुशलता बढ़ाने पर क्षमता निर्माण पर प्रशिक्षण कार्यक्रम**

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी. वी. गिरि राष्ट्रीय श्रम संस्थान **जून 24-28, 2024** के दौरान **कार्य कुशलता बढ़ाने पर क्षमता निर्माण** विषय पर प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम प्रबंधन कर्मियों एवं ट्रेड यूनियनों के संयंत्र स्तर के प्रतिनिधियों के लिए तैयार किया गया है। इस कार्यक्रम का उद्देश्य प्रतिभागियों को व्यक्तिगत और संगठनात्मक लक्ष्यों को प्राप्त करने के लिए कार्य प्रवीणता के महत्व के बारे में जागरूक करना है। कार्यक्रम का उद्देश्य औद्योगिक संबंधों में परिवर्तन और प्रवृत्तियों से परिचित करना; नेतृत्व और वित्त प्रबंधन के कौशल को तेज करना ; उभरते आर्थिक राजनीतिक परिदृश्य में ट्रेड यूनियनों की भूमिका पर चर्चा करना; क्रोध, समय एवं तनाव का प्रबंधन करना है।

हमें आशा है कि आप इस कार्यक्रम को अपने कर्मियों के लिए उपयुक्त पाएंगे तथा प्रतिभागियों की एक टीम को जल्दी से जल्दी नामित करेंगे। नामांकन करने के तरीकों सहित प्रशिक्षण कार्यक्रम के सभी विवरण युक्त विवरणिका संलग्न है।

सादर,

भवदीय,



(नागेश नितला)

कार्यक्रम अधिकारी

सेवा में,

- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम
- सरकारी प्रतिष्ठान

# Capacity Building Programme on Enhancing Work Proficiency

June 24-28, 2024

VVGnLI, Campus, NOIDA



**V.V. Giri National Labour Institute**  
**Sector – 24**  
**GautamBudh Nagar**  
**Noida Uttar Pradesh-201301**

## COURSE DIRECTOR

Dr. ShashiBala  
balashashi.vvgnli@gov.in

## COMMUNICATIONS

(Mr. NageshNitla)  
Programme Officer  
Phone: 0120- 2411533-35  
Phone 0120- 2411471  
Email: vvgnlitraining1@gmail.com  
Website: www.vvgnli.gov.in



## AIM

The aim of the programme is to make leaders aware about importance of work proficiency to achieve personal and organizational goals.

## OBJECTIVES:

- To have familiarity with the changes and trends in Industrial relations.
- To sharpen skills of leadership and managing finance.
- To discuss the role of Trade Unions in emerging economic political scenario.
- To manage Anger, Time & Stress.
- To provide awareness on Labour codes

## COURSE PROFILE

Principles and techniques of time management, team work, enhancing leadership skills, effective communication skills for stress and its management, controlling anger.

## PARTICIPATION LEVEL

Management Personnel and Plant level trade union leaders from Government Establishments, Public and Private Sector Undertakings.

## PROGRAMME FEE

Rs. 23250/- +18% GST per residential participant on single occupancy basis  
Rs. 21,000/-+ 18% GST per residential participant on double occupancy basis.  
Rs. 18,000/- + 18% GST per non- residential participants.

The fee is payable in advance by NEFT/ECS in favour of V.V.Giri National Labour Institute, Noida. The fee is not refundable once the nomination is accepted. The bank details are as given below:

Name of the Bank	: Union Bank of India
Address of the Bank	: Noida , Sector-35
A/C Number	: 520141001056979
Type of Account	: Saving Account
MICR cord	: 110020029
NEFT/ IFSC code	: UBIN0908339
Pan Card No.	: AAAAV5227F
GST No	: 09AAAV5227F1ZI

## **DATE AND DURATION**

**June 24-28, 2024**

The programme will commence on June 24, 2024 at 9.00 a.m. and will conclude on June 28, 2024 after lunch. The classes will be held from 9:00 am to 05:00 pm.

## **VENUE**

V.V.Giri National Labour Institute,  
Sector-24, NOIDA- 201301,  
Distt. Gautam Budh Nagar, Uttar Pradesh

The campus of Institute is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station is 20 Kms. Noida City Centre Metro Station is about 1.5 kms from VVGnLI, Noida. .

## **COURSE DIRECTOR**

Dr. Shashi Bala, Fellow  
balashashi.vvgnli@gov.in

## **STAY ARRANGEMENT**

For residential participants lodging and boarding will be arranged from the afternoon of June 23, 2024 till the forenoon of June 29, 2024. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

## **COMMUNICATION**

(Nagesh Nitla)  
Programme Officer  
V.V.Giri National Labour Institute  
Sector-24, Noida- 201301  
Distt. Gautam Budh Nagar  
Uttar Pradesh  
Telephone : 0120- 2411533-35  
Prog. Section :-0120-2411471  
Email : vvgnlitraining1@gmail.com

**V.V. GIRI NATIONAL LABOUR INSTITUTE, NOIDA**

**Capacity Building Programme on Enhancing Work Proficiency  
June 24-28, 2024**

**NOMINATION FORM**

Nominee's Full Name  
(in block letters)

:

Date of Birth

:

Name of the Organisation

:

Designation

:

Address

:

:

:

:

GST Number

:

Telephone

:

Email

:

Single Occupancy/Residential/Non Residential (Put ✓ mark)

Date:

Signature

**COMMUNICATION:**

All correspondence should be addressed to:

(Nagesh Nitla)  
Programme Officer  
V.V. Giri National Labour Institute  
Post Box. No. 68, Sector-24  
Distt. Gautam Budh Nagar  
NOIDA-201301 (UP)  
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